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Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Appeal** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Certification of Direct Appeal by Court**

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

Click **Next**.

Associate the pdf file of the **Certification of Direct Appeal by Court**.

Click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Click **Next**.

Select the category to which your event relates.

Click **Next**.

Select the appropriate event (s) to which your event relates: click **Next**.

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

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**Source URL (modified on 05/12/2014 - 10:20am):**

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